

FIRE DEPARTMENT STANDARD OPERATING PROCEDURE 32-2

Proficiency Training Program

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This operating instruction establishes training procedures for all fire protection personnel that are assigned or attached to Malmstrom Fire Rescue. The training program is based on NFPA 1500, AFI 32-2001, AFI 10-210, CFR 1910.120 and the DOD Fire Fighter Certification Program. All training and certification requirements will follow the guidelines established in the above regulations and manuals.

1. RESPONSIBILITIES:

1.1. The Assistant Chief for Training:

1.1.1. Prepares monthly training schedules for Operations, Fire Prevention, the Fire Communications Center and Prime Beef training. The schedule will be coordinated and approved by the Fire Chief prior to posting and will be available NLT the 21st of each month.

1.1.2. Responds to emergencies during duty hours and corrects noted deficiencies through follow-on training as much as possible.

1.1.3. Manages the On-the-Job Training Program and AF Form 623 documentation.

1.1.4. Maintains a training record on each individual required. This record will include copies of all Fire Fighter Certificates, AF Form 171 s, FACC certifications, annual computer reports showing recurring training in structural, crash, Prime BEEF, miscellaneous and first aid training, and hazardous materials refresher training.

1.1.5. Coordinates with other organizations for special training outside the capability of this department; i.e., barrier training, egress training or munitions identification and marking from EOD.

1.1.6. Conducts no notice exercises with the approval of the Fire Chief.

1.1.7. Maintains a master training plan for Operations, Fire Prevention, and the Fire Communications Center.

1.1.8. Maintains lesson plans for all subjects in the master training plan.

1.1.9. Conducts on the spot evaluations of instructors and documents the evaluation on an Instructor Evaluation Checklist.

1.1.10. Updates the ACES FD computer system with training completed, at least weekly.

1.2. The Assistant Chief for Operations will:

1.2.1. Personally conduct live training fires, egress and structural exercise training for their respective shifts.

1.2.2. Ensure all scheduled and make-up training is accomplished IAW the Master Training Plan and all training reports are completed and turned in to the Assistant Chief for Training the morning of the first duty day following the completion of training.

1.2.3. Complete all scheduled training (the initial class) prior to the 15th of each month. Make-up training will be completed at the earliest opportunity when an individual returns to duty.

2. **MASTER TRAINING SCHEDULE:** All training will be scheduled and conducted IAW AFI 32-2001 and NFPA Standard 1500, chapter 3. All Fire Protection personnel will meet the minimum training requirements set forth in these publications.

3. **ON THE JOB TRAINING (OJT) PROGRAM/FIREFIGHTER CERTIFICATION:**

3.1. Formal OJT in compliance with AFMAN 32-2003 for upgrade of AFSC shall be conducted and recorded in accordance with applicable OJT directives. The Assistant Chief of Training will be the focal point for monitoring training, proctoring tests and coordinating practical evaluations.

3.2. Supervisors are responsible for monitoring and providing individual upgrade/certification training. Training may be delegated to other trainers, but those individuals involved in the upgrade training must not be used in the practical evaluations.

3.2.1. Supervisors will update all OJT records for individuals in upgrade training at least every 2 weeks. As a minimum, updates should include the STS, AF Form 623a, AF Form 803, and AF Form 797. Additional guidance is available in the Master Training Plan.

3.3. The Assistant Chief for Training will maintain and update a list of certifiers and trainers.

4. **CERTIFICATION/CDC PROCESS:** See AFMAN 32-2003 for the complete explanation of the Firefighter Certification Program.

5. **TASK EVALUATIONS:** See CEFSOI 32-47 for a complete explanation of the Task Evaluation process.

6. **FIRE PREVENTION/FACC TRAINING:** Personnel assigned to the Fire Prevention section and military personnel assigned to the FACC will receive training specified by the fire chief per AFI 32-2001.

7. **GENERAL AREAS:**

7.1. When classes exceed one hour, a ten minute break should be given every fifty minutes. Breaks during practical exercises will be at the discretion of the instructor.

7.2. Instructors are responsible for being prepared and giving high-quality training.

7.3. Instructors will consult and use the lesson plan for the classes as part of teaching preparation and during instruction.

7.4. Audible or visual warning devices will not be used while responding to training exercises. Visual warning devices shall be used for safety upon arrival at the training site.

7.5. A pre-drill briefing and debriefing will be conducted on every scheduled drill. Unannounced exercises will be debriefed to identify positive results and any discrepancies noted and initiate corrective actions.

7.6. Any subject that is hands on, i.e., ventilation, salvage, overhaul, etc., must be taught using practical methods.

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8. TRAINING REPORTS:

8.1. The following items will be annotated on training reports before being turned in. The instructors are responsible for completing these items. The Assistant Chief for Operations will ensure all areas are properly completed before submission to training. Any discrepancies noted will cause the report to be returned to the Assistant Chief of Operations for correction.

8.1.1. SUBJECT - The subject title on the monthly training schedule will be entered, using the list within the ACES FD training report program. Instructors will only manually type in the subject if it is not in the list.

8.1.2. DATE - All subjects will be taught in the month scheduled, unless a deviation is approved by the fire chief in advance, in writing.

8.1.3. If a class is interrupted by an emergency, state so on the training report.

8.1.5. The Assistant Chief for Training will submit a deviation letter to the Fire Chief for all deviations to the training schedule.

8.1.6. Instructors and training monitors will ensure only those individuals actually attending a class will sign the training report. Instructors will ensure there is a status for each individual not attending class, i.e., TDY, leave, etc.

8.1.7. A description of training will be accomplished. The explanation of training will include, but is not limited to, the class objective, lessons learned, training aids used and to what extent practical training was used.

8.1.8. Under no circumstances will initial training reports be used to document make-up training. Assistant Chief's will insure make-up reports are used prior to submitting the report to the Assistant Chief of Training.

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